



**Solicitation Information  
October 15, 2013**

**RFP# 7524367**

**TITLE: Emergency Management Coordinator Retainer Services**

**Submission Deadline: Wednesday November 13, 2013 at 11:00 am (Eastern Time)**

**PRE-BID CONFERENCE: NO**

**DATE:**

**LOCATION:**

Questions concerning this solicitation must be received by the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than **10/29/2013 at 4:00 pm (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Thomas Bovis  
Interdepartmental Project Manager**

Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## **SECTION 1: INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Community College of Rhode Island is soliciting proposals from qualified firms in order to develop a comprehensive and compliant emergency management program in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at [www.purchasing.ri.us](http://www.purchasing.ri.us). The initial contract period will begin approximately January 1, 2014 for one year. Contract may be renewed for up to four additional 12-month periods based on vendor performance and the availability of funds.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov) or contact [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov).

## **SECTION 2: BACKGROUND**

The Community College of Rhode Island is soliciting proposals for Emergency Management Services in order to develop a comprehensive and compliant emergency management program

## **SECTION 3: SCOPE OF SERVICES**

### **General Scope of Work**

In accordance with CCRI's desire for a comprehensive and compliant emergency management program, Emergency Management Coordinator Services are:

- (1) To reduce CCRI's overall cost of emergency management coordination and consulting services;
- (2) To provide CCRI with direct and regular access to emergency management consulting on routine matters, without added cost; and
- (3) To integrate a consulting service, to the extent appropriate, with the on-going management functions of CCRI.

### **Specific Activities / Tasks**

#### ***a) Methodology***

Emergency Management Coordinator Retainer Services to be provided remotely with occasional on-site visitation and consultative assistance provided by phone, email, video conferencing, etc. with comprehensive solutions to enhance CCRI's emergency planning in areas that may include, but not be limited to:

1. **Orientation:** Using a proprietary methodology and specialized checklists, promptly orient to CCRI's current state of emergency management readiness, allowing coordinator to help the College plot a clear roadmap of goals and objectives.
2. **Plan assessment and evaluation:** analyze emergency management and crisis communications plans against accepted and reasonable standards in higher education emergency management;
3. **Development and/or enhancement of essential policies and procedures:** assist in a planning process that supports emergency preparedness and comprehensive institutional response.
4. **On-going support:** will participate in the College's regularly scheduled emergency management team meetings.

#### ***b) Annual Deliverables***

In addition, provide the following annual services:

**Annual exercise design and facilitation:** facilitate an annual exercise to test emergency management response, and to satisfy regulatory compliance mandates (typically 1 day in length);

**After-action report:** document the successes and challenges identified during the exercise;

**Hazard & Vulnerability assessment:** facilitate a hazard and vulnerability assessment that identifies reasonable safety and security related risks;

**On-going assessment:** assess institutional changes in operations, resources and planning to ensure continued alignment with the emergency planning efforts.

***c) Materials & Information***

Provide access to the following:

**Federal and state legislative updates:** provide legal updates relevant to campus emergency planning;

**Quarterly digital digest:** A compilation of campus emergency management topics, case studies, and lessons learned;

**Online repository:** A collection of critical incident management and response resources (sample protocols, procedures, etc.);

**Bulletins:** Relevant and timely e-bulletins about managing and responding to potential hazardous incidents or conditions (e.g., pending natural disasters, man-made disasters, protests, etc.).

Coordinator must be available for meetings (in-person and/or phone) with institution leadership at mutually agreed to dates and times. Provide back-up on all recommendations with justifications and supportive reasoning.

***d) Document Needs***

Coordinator will provide access to their storage servers and/or virtual workspace in order to receive documents and information relevant to the study. Documents required include, but are not limited to, the following:

1. Emergency management plans, protocols and policies;
2. Existing crisis communication plans, protocols and policies;
3. Organizational structure and succession planning for the CCRI senior leadership.

**SECTION 4: TECHNICAL PROPOSAL**

This will be a “Qualifications Based Selection (QBS)” process. Proposals will be examined and technically evaluated based on the factors presented below. It is the responsibility of the CONSULTANT to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily respond to the project requirements and the factors listed below. The school will select the top ranked firm based on the criteria herein as it may apply to the specific Scope of Work.

***Evaluation Factors***

In order to select the Vendor that will be awarded this RFP, the RFP responses are evaluated in the following manner.

The College will convene a Selection Committee that will score each response. The response will be scored in the following categories, in which each category is given a weight factor expressed in a percentage of the total. The evaluation categories are:

Narrative and format: The separate technical proposal should address specifically each of the required elements:

**1. CAPABILITY AND EXPERIENCE OF THE CONTRACTOR (25 POINTS):** The Firm's qualifications and past experience will be evaluated to determine the extent and relevancy of similar projects performed within the past three years. The Firm's proposed approach will be evaluated to determine the extent to which it understands the tasks necessary to successfully accomplish each item and the methods proposed for approaching the tasks identified as necessary for accomplishing the objectives. Involvement with the National Center for Campus Public Safety is essential.

**2. PAST PERFORMANCE (25 POINTS):** The Firm's relevant past performance working with Higher Education clients in providing Emergency Management/Preparedness services and their experience in these areas will be evaluated to determine the extent of providing successful completion of similar projects, taking into consideration timeliness and degree of customer satisfaction for each project. Higher scores will be given to Firms whose past performance has exhibited the most success on similar projects in Higher Education. In investigating the Firm's past performance, the College will consider references submitted by the Firm and may consider information from other sources.

**3. QUALITY OF STAFFING (20 POINTS):** Proposed staffing (professional, technical, support, and contracted) need to have demonstrated experience and qualifications to complete the identified tasks. The information submitted for this factor should convincingly describe the capability of the Firm's organization to participate in this project and effectively demonstrate a thorough understanding of the scope of services contained in this solicitation.

**4. PROFESSIONAL SERVICES FEE PROPOSAL – CONSTRUCTION COST CONTROL (SHORT – LISTED FIRMS ONLY) (30 POINTS):**

The lowest bidder will receive the full 30 points. All other bidders will receive a number of points prorated for their total fee proposal as it reflects a proportion of the low bid (e.g. a bid of twice the amount of the low bid would receive 15 points).

**SECTION 5: COST PROPOSAL**

The contractor must prepare a **separate sealed cost proposal** which includes all provided services, database access, and requested deliverables identified above.

**SECTION 6: EVALUATION AND SELECTION**

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The Community College of Rhode Island reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
CAPABILITY AND EXPERIENCE OF THE CONTRACTOR	25 POINTS
PAST PERFORMANCE	25 POINTS
QUALITY OF STAFFING	20 POINTS
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

\*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

## **SECTION 7: PROPOSAL SUBMISSION**

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked “**RFP#**” to:

**RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

### **RESPONSE CONTENTS**

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A completed and signed W-9 (in the proposal marked ‘Original’ only), downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
3. **A sealed Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation.
4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

### **CONCLUDING STATEMENTS**

#### ***Terms and Conditions of Submission***

CCRI reserves the right to cancel this RFP, or reject any or all proposals or parts of thereof, to waive any formality in same, or accept any proposal deemed to be in the best interest of the school. Any proposal not received by the designated date and time will be determined late and not be considered. Applicants may withdraw their proposals, by written request, prior to, but not after the set time for proposal



submission. Thereafter, proposals are irrevocable for a period of not less than sixty (60) days, and may not be withdrawn or modified.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>